

**Contra Costa County
Aviation Advisory Committee
Meeting Agenda
550 Sally Ride Drive, Concord, CA 94520
Thursday, November 12, 2020, 10:00 a.m.**

**REMOTE
MEETING**

SIGN IN WITH THESE ZOOM INSTRUCTIONS:

- No registration is required
- Copy the link and paste into your browser to sign in from your computer or smartphone:
<https://zoom.us/j/92034019062?pwd=ROswTU5LSVMrcmcxVIFYSjBqQVM5Zz09>
- Follow the prompts to open Zoom and enable computer video and audio.
- Meeting ID: **920 3401 9062**
- Passcode: **591263**

To call in from mobile or landline phone (audio only, no video), call the following number and enter the meeting ID above: **1 669 900 6833**

1. **Roll Call**
2. **Public Comment Period**
3. **Approval of the Aviation Advisory Committee's October 8, 2020 Meeting Minutes**
4. **Consider Consent Items**
 - a. Accept the airport Noise & Statistics Report (September 2020)
 - b. Accept the revised airport Noise & Statistics Report (August 2020)
 - c. Accept relevant Board Orders (October 2020)
5. **Presentation:**

Airport Terminal Project (Paul Powers, The KPA Group)
6. **Discussion/Action Items**
 - a. Review and Discuss Byron General Plan Amendment Update
 - b. Discuss completion of the Runway 14L/32R
 - c. Review and Discuss Airport Business/Development items
 - 4.14-Acre Phase 1 Development, Byron
 - 3-Acre Light Industrial Development, Buchanan
 - 4.6-Acre Development, Buchanan
 - d. Discuss painting of Byron administration building and planned airfield marking painting
 - e. Discuss Hangar Content and Inspections Guidelines
 - f. Discuss construction of new Byron Airport ARFF/Storage building
 - g. Discuss security gate access cards and access of airport tenant properties
 - h. Discuss Draft Letter regarding Insurance/Access Issue
 - i. Discuss updates regarding BATS
7. **Future Agenda Items**
8. **Adjourn**

**Next AAC Meeting (tentative): Thursday, December 10, 2020 at 10:00am
Next Airport Committee Meeting (tentative): To Be Determined**

AVIATION ADVISORY COMMITTEE

ATTENDANCE ROSTER FOR 2020

AAC Members	Representing	Contact Information	Jan 9	Feb 13	Mar 12	Apr 9	May 14	Jun 11	Jul 9	Aug 13	Sep 10	Oct 8	Nov 12	Dec 10	Total # Abs
Dale Roberts	District 1	datenkale@netscape.net	ABS	Y	Y	N	Y	Y	Y	Y	Y	Y			
Cody Moore	Airports Bus. Assoc.	cody@ccrjet.com	Y	Y	ABS	O	Y	ABS	Y	ABS	ABS	ABS			
Eric Meinbress	Member at Large	ericmeinbress@comcast.net	Y	ABS	Y	-	Y	Y	Y	Y	Y	Y			
Ronald Reagan	District 3	ron@rmsea.com	Y	ABS	ABS	M	Y	Y	ABS	ABS	Y	Y			
Derek Mims	City of Pleasant Hill	derekmims@hotmail.com	Y	Y	ABS	E	Y	ABS	Y	ABS	Y	Y			
Russell Roe	District 5	russroe@pacbell.net	Y	Y	Y	E	---	---	---	---	---	---	---	---	0
Keith McMahon	City of Concord	keithcmcmahon@gmail.com	Y	Y	Y	T	Y	Y	Y	Y	Y	ABS			
Roger Bass	District 2	twofivexray@yahoo.com	Y	Y	ABS	I	Y	Y	Y	Y	Y	ABS			
Maurice Gunderson	Member at Large	mauricegunderson@mac.com	Y	ABS	Y	N	Y	Y	Y	Y	Y	Y			
Tom Weber	District 4	Tr-weber@sbcglobal.net	ABS	Y	Y	G	Y	Y	Y	Y	Y	Y			
Emily Barnett	Member at Large	emilyebarnett@gmail.com	Y	Y	ABS	-	Y	Y	Y	Y	Y	Y			
Donna Dietrich	Airport Neighbor - Pacheco	concordcascade_mgr@equitylifestyle.com	ABS	ABS	Y	-	ABS	ABS	ABS	ABS	ABS	ABS			
Steven Starratt	Airport Neighbor - Byron	starratt@pacbell.net	Y	Y	Y	-	Y	Y	Y	ABS	Y	Y			
Christopher Baker	District 5	Cirruspro@hotmail.com	---	---	---	---	---	---	---	Y	Y	ABS			
Was There a Quorum? Y or N			Y	Y	Y	-	Y	Y	Y	Y	Y	Y			

ABS = Absent, Y = Present, N = No

TERM EXPIRATION AND TRAINING CERTIFICATION

AAC Members	Representing	Term Expiration Date	Brown Act & Better Gov't Ordinance Video Completion Date	Ethics Orientation for County officials Completion Date
Dale Roberts	District 1	2/28/23	8/6/17	9/13/17
Cody Moore	Airports Bus. Assoc.	2/28/22	3/20/19	3/21/19
Eric Meinbress	Member at Large	2/28/23	1/7/18	1/7/18
Ronald Reagan	District 3	2/28/21	4/12/16	4/12/16
Derek Mims	City of Pleasant Hill	2/28/21	1/12/17	1/12/17
Christopher Baker	District 5	2/28/23		
Keith McMahon	City of Concord	2/28/22	3/4/18	3/4/18
Roger Bass	District 2	2/28/21	5/9/18	6/25/18
Maurice Gunderson	Member at Large	2/28/21	4/5/16	4/6/16
Tom Weber	District 4	2/28/23	4/12/18	4/12/18
Emily Barnett	Member at Large	2/28/22	3/10/17	3/10/17
Donna Dietrich	Pacheco Neighbor	2/28/21	7/31/19	12/9/18
Steven Starratt	Byron Neighbor	2/28/21	9/7/18	10/10/18

DRAFT

CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE MEETING MINUTES October 8, 2020

MEETING CALLED: Chair Maurice Gunderson called the Zoom meeting to order at 10:02 am.

PRESENT: **Maurice Gunderson, Chair**, Member At-Large
Dale Roberts, District I
Eric Meimbress, Member at Large
Ronald Reagan, District III
Derek Mims, City of Pleasant Hill
Tom Weber, District IV
Emily Barnett, Vice Chair, Member At-Large
Steven Starratt, Airport Neighbor – Byron

ABSENT: **Roger Bass**, District II
Christopher Baker, District V
Keith McMahon, City of Concord
Cody Moore, Airport Bus. Association
Donna Dietrich, Airport Neighbor – Pacheco

STAFF PRESENT: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports - Administration
Russel Milburn, Assistant Director of Airports – Operations
Elke Soberal, Administrative Analyst
Daniel Barrios, Department of Conservation & Development, Senior Planner
Neil Leary, PW Design and Construction Division, Senior Civil Engineer

PUBLIC COMMENT PERIOD:

Ron Reagan reported:

- 150,000 square foot Amazon distribution center in Oakley had ribbon cutting on October 7, 2020 and will open shortly for the 2020 holiday season with the vision for additional space.
- Byron Airport needs to be given more attention

Keith Freitas reported that October 8, 2020 was the 26th Anniversary of the Opening of Byron Airport.

Dale Roberts announced his resignation as a District I representative.

Russell Milburn reported that control tower hours will be back to normal from 7:00am to 10:00pm on November 8, 2020

APPROVAL OF

8/13/20 MINUTES: Moved by Ron Reagan; seconded by Derek Mims; Yes: Dale Roberts, Emily Barnett, Maurice Gunderson, Eric Meinbress, Steve Starratt, and Tom Weber. No: None. Abstained: None. Absent: Cody Moore, Keith McMahon, Roger Bass, Christopher Baker, and Donna Dietrich.

**APPROVAL OF
CONSENT ITEMS:** Moved by Tom Weber; seconded by Steve Starratt; Yes: Dale Roberts, Maurice Gunderson, Eric Meinbress, Ronald Reagan, Derek Mims, and Emily Barnett. No: None. Abstained: None. Absent: Cody Moore, Keith McMahon, Roger Bass, Christopher Baker, and Donna Dietrich.

DISCUSSION/ACTION ITEMS:

a. Review and Discuss Byron General Plan Amendment Update

Daniel Barrios, Department of Conservation and Development (DCD), reported:

- Traffic Impact Analysis (TIA) expected to be completed by the end of the year.

b. Discuss Marsh Bridge Replacement Project

Neal Leary, Design and Construction Division with Public Works reported:

- Construction to start in Spring 2021 at a cost of \$13 million (federally funded)
- Build in stages as Marsh Drive is traffic reliever to Highway 4
- Two-season project expected to be completed in 2023
- New bridge will be wider with shoulders, and have a pedestrian and a bike path
- Environmental clearance and permits have been submitted
- Current bridge is hydraulically, seismically and structurally deficient

c. Review and Discuss Airport Business/Development Items

Beth Lee reported:

a. 4.14-Acre Phase I Development, Byron:

- The developer must have a signed subtenant in order to obtain a loan.

b. 3-Acre Light Industrial Development:

- Developer is going through the building permits process and hopes to break ground in the Spring of 2021.

c. 4.6-Acre Development, Buchanan:

- The project is scheduled to go to the City of Concord Planning Commission in November 2020.

d. 0.86-Acre Development, Buchanan:

- Working with the adjacent business developer who is trying to get estimates and timeframes from California Environmental Quality Act (CEQA). Expecting to have this project ready sometime in 2021.

e. Terminal Building/ARFF/Administration Office:

- Construction bid documents expected to be completed by the end of November.
- The goal is to have the project put out for bid early next year in order to secure FAA funding with ground sometime around June 2021.
- Working with JSX on alternative locations to be minimally disrupted during the project.

d. Discuss JSX Flight Schedule

Keith Freitas reported:

- JSX expects to announce direct flights from Concord to Orange County in the next few weeks and is also considering direct flights from Concord to Las Vegas.

e. Discuss status of Runway 14L/32R Project

- Project still under budget. The final walkthrough is on October 9, 2020.

f. Discuss Hangar Content and Inspections Guidelines

- Item moved to next meeting as Chris Baker was absent and he suggested the item.

g. Discuss Security Gate Access Cards and Use Policy

- Item moved to next meeting as Chris Baker was absent and raised the issue.

h. Discuss Tenant Providing Updated Certificates of Insurance Annually

- Certificates of insurance are a requirement for rental hangar agreements.
- There are several tenants that provide the COI late.
- Penalties were instituted to elicit compliance, not for revenue.
- Currently tenants receive a 30-day notification that COI will expire.
- It was suggested that Airports sends a letter to educate tenants on how to obtain COI.
- Tenants without hangar insurance are a liability to the Airport and other tenants.

i. Review AAC Members Term Ending Dates

- Roger Bass, District II, term expires 2/28/2021
- Ronald Reagan, District III, term expires 2/28/2021
- Derek Mims, City of Pleasant Hill, term expires 2/28/2021
- Maurice Gunderson, Member-At-Large, term expires 2/28/2021
- Donna Dietrich, Airport Neighbor-Pacheco, term expires 2/28/2021
- Steven Starratt, Airport Neighbor-Byron Airport, term expires 2/28/2021
- Press releases were sent out to apply online or by calling Clerk of the Board.
- Public interviews will be held at Airport Committee on November 4, 2020 at 11:00 a.m.

6. FUTURE AGENDA ITEMS/COMMENTS

- Hangar Content and Inspections Guidelines
- Discuss Security Gate Access Cards and Use Policy
- Close out of the Runway 14L/32R
- Discuss construction of new Byron Airport ARFF/Storage building

ADJOURNMENT: The Chair adjourned the meeting at 11:02 am. Moved by Derek Mims, second by Ronald Reagan. Passed unanimously.

FINAL

CONTRA COSTA COUNTY AVIATION ADVISORY COMMITTEE MEETING MINUTES September 10, 2020

MEETING CALLED: Chair Maurice Gunderson called the meeting to order at 10:00 AM Remotely on Zoom meeting technology.

PRESENT: **Dale Roberts**, District I
Eric Meimbress, Member at Large
Ronald Reagan, District III
Derek Mims, City of Pleasant Hill
Keith McMahon, City of Concord
Roger Bass, District II
Maurice Gunderson, Chair, Member At-Large
Tom Weber, District IV
Emily Barnett, Vice Chair, Member At-Large
Steven Starratt, Airport Neighbor – Byron
Christopher Baker, District V

ABSENT: **Cody Moore**, Airport Bus. Association
Donna Dietrich, Airport Neighbor – Pacheco

STAFF PRESENT: Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports - Administration
Russel Milburn, Assistant Director of Airports – Operations
Judith Evans, Administrative Analyst
Elke Soberal, Administrative Analyst
Daniel Barrios, Department of Conservation & Development, Planner

PUBLIC COMMENT PERIOD:

Dale Roberts asked Bruce Roberts, President of Northern California Soaring Association, about the tow plane accident and future plans.

Bruce Roberts reported the current plan is to replace the tow plane hopefully in October and resume operations.

Chris Baker asked about hangar use regulations; this will be added as a future agenda item.

APPROVAL OF 8/13/20 MINUTES:

Dale Roberts requested an amendment to item 5.c to include his concern about relocating of the heliport to the westside of the airport.

Moved to approve with amendment to item 5.C by Roger Bass, Tom Weber; seconded by Tom Weber, Roger Bass; Yes: Emily Barnett,

Maurice Gunderson, Keith McMahon, Eric Meinbress, Dale Roberts, Ronald Reagan, Derek Mims, Steve Starrat, Christopher Baker. No: None. Abstained: None. Absent: Cody Moore, and Donna Dietrich.

**APPROVAL OF
CONSENT ITEMS:**

Moved by Christopher Baker; seconded by Dale Roberts; Yes: Roger Bass, Maurice Gunderson, Eric Meinbress, Emily Barnett, Keith McMahon, Tom Weber, Ronald Reagan, Derek Mims, Steve Starrat, No: None. Abstained: None. Absent: Cody Moore, and Donna Dietrich.

5. PRESENTATIONS:

a. Present Contra Costa County Airports Recognition Awards to Marc Ausman and Maurice Gunderson

Keith Freitas presented an award to Marc Ausman and Maurice Gunderson to recognize all the assistance they have provided to the airport with the UAS BATS program.

DISCUSSION/ACTION ITEMS:

a. Review and Discuss Byron General Plan Amendment Update

Daniel Barrios, Department of Conservation and Development (DCD), reported that Dudek has confirmed they have started the Traffic Impact Analysis (TIA) and they are approximately 2 weeks into the 6 to 8 weeks process to complete the TIA.

Maurice Gunderson asked how long before the project is completed. Daniel Barrios responded it should be finished at the earliest late spring or early summer 2021.

Dale Roberts asked if Dudek collected traffic data during Covid-19 times or before. Daniel Barrios responded he was not sure but would obtain the information.

b. Review and Discuss Airport Business/Development Items

- **4.14-Acre Phase I Development, Byron:**

Beth Lee reported airport continues to work with the development team to make minor refinements. The developer is obtaining a loan, but the lender requires them to have at least one subtenant signed. The developer is about three weeks from getting their permits and hopes to start construction this fall.

- **3-Acre Light Industrial Development:**

Project is near the end of the environmental process and is submitting for building permits. They hope to break ground in the Spring of 2021.

- **4.6-Acre Development, Buchanan:**

The project is going through the City of Concord entitlement process and is scheduled to go to the Planning Commission in October or November. They are finishing some seismic work and are hopes to get the project approved late October, get the lease in place by the end of the year, and start construction as early as 2021.

- **0.86-Acre Development, Buchanan:**

The developer team would like to move forward with the project but have another priority that must be handled first. Once this priority is completed, they can start focusing on the development.

- **Terminal Building/ARFF/Administration Office:**

This project continues to proceed, and they are working on refining the design set, complete construction bid documents, plus a couple of add alternates. The goal is to have the construction documents done by the end of this calendar year so the project can be put out for bid early next year in order to secure FAA funding.

c. Overview of the Airport Development Review Process:

Beth Lee reported that an adopted process was developed a while ago and staff is trying to refine the timeline with the assistance of the Department of Conservation and Development. The diagram/graphic outlining the current process is available online.

d. Discuss Byron Airport becoming Temporary Helibase for Cal Fire:

Keith Freitas reported that on Monday, August 17, 2020 Cal Fire called to establish a helibase at Byron Airport due to the multiple fires from lightning strikes. Initially a Temporary Flight Restriction (TFR) was anticipated over the entire airport. The TFR was ultimately put to the west of the Airport which kept the Airport operational.

A comment was made that this is a great marketing tool for important public uses of the airports such as having United States C-17 airplanes fly at low altitude and dump emergency cargo out in case of a pandemic. Ronald Reagan offered to make few phone calls to the Antioch newspaper, and the Brentwood Press, and East County Times to see if he could get an article written about this event. If not would send an Editorial letter to bring awareness.

e. Discuss status of Runway 14L/32R Project (pictures)

Russell Milburn stated that the contractor is currently grooving the runway at night and should have the east portion grooved by September 10. The project is under budget, on schedule, and should be finished by early October.

f. Discuss Byron Airport Infrastructure Analysis (water, wastewater, and utilities)

The Byron Airport Infrastructure Analysis to bring it being updated to current standards based on the anticipated new growth opportunities identified under the General Plan Amendment. Airport staff is waiting for the draft document which is expected within the next week or so. This document needed as guidance for all new development at Byron.

g. Buchanan Field Security Upgrade Project

Keith Freitas reported Airport staff is in the middle of negotiating the contract and scope of work which will probably will not be done until the end of October. The focus for the first part of 2021 will be fencing, access gates, and access control system.

Tenants are still waiving their cards out of their window wanting to be let through the gate. Keith Freitas responded another notice/newsletter to remind tenants will be sent out. A suggestion to add a code to the pedestrian gates was made as you cannot exit walk-through gate without a gate access card.

h. Discuss Byron Airport ARFF/Maintenance Storage Building

Russell Millburn reported that he received the building permits. The building is on order and expected to arrive the week of October 12-16, 2020. Construction will start shortly thereafter.

i. Update regarding New FAA Flight Approaches to Buchanan Field

Keith Freitas reported he spoke with Bill Hannan, the former Air Traffic Control Tower, is working on the 32R approach. However, due to Covid-19 the process was greatly slowed down.

j. Discuss Airport Enterprises fund FY 2019-2020 Budget

Keith Freitas reported that Airport still met budget goals amidst Covid-19. Airport was expecting to use one million in cash funds reserves, but received CARES Act grant funds for salaries, so no cash funds were used. Question was asked regarding the Mariposa Funds revenues; the funds were budgeted to cover Byron General Plan Amendment, and other infrastructure projects.

k. Bay Area Test Site Update

Keith Freitas reported that the University of Alaska Fairbanks is in the process of updating their website and adding Buchanan field and Byron Airports to their map. They will also be adding links to our website describing what facilities we have available under their umbrella. Airport's website already addresses the partnership with the University of Alaska Fairbanks, and the Pan Pacific UAS Testing Range.

FUTURE AGENDA ITEMS/COMMENTS

- Hangar use regulations.

ADJOURNMENT: The Chair adjourned the meeting at 11:00 am. Moved by Derek Mims, second by Dale Roberts. Passed unanimously.

Noise Abatement Statistics

September 2020

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2020	2020	2019	2020	2019	
TOTAL NUMBER OF COMPLAINTS	10	10	20	81	169	-52%
LOCATION OF COMPLAINTS						
Concord	3	3	1	13	29	-55%
Pleasant Hill	6	6	12	33	58	-43%
Pacheco	0	0	1	2	6	-67%
Martinez	0	0	2	12	19	-37%
Byron	0	0	0	0	0	0%
Other	1	1	4	21	24	-13%
Subtotal	10	10	20	81	136	-40%
Special Events	0	0	0	0	33	0%
Total Number of Complaints	10	10	20	81	169	-52%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		7	15	53	132	
Byron Airport		0	0	0	1	
Law Enforcement/Lifeguard Lights		2	0	9	12	
Non-associated		1	5	19	24	
TIME OF INCIDENT						
Day (0700 - 1700)		2	11	55	106	
Evening (1700 - 2200)		3	0	13	18	
Night (2200 - 0700)		5	5	13	25	
All Times		0	4	0	20	
TYPE OF COMPLAINT						
Noise		5	5	33	77	
Low Flying		1	2	11	13	
Noise and Low Flying		4	9	30	73	
Too Many Aircraft		0	1	2	1	
Other		0	3	5	5	
TYPE OF AIRCRAFT						
Jet		3	5	13	28	
Propeller		1	7	36	94	
Helicopter		3	1	16	15	
All Types		0	2	3	9	
Unknown		3	5	13	23	
TOTAL AIRCRAFT OPERATIONS		6,182	8,055	50,654	76,139	-33%
COMPLAINTS PER 10,000 OPERATIONS		16	25	16	22	-28%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY		11	19	10	17	-40%

February

(2)- non-assoc., WC, telecommunications complaint
(1) - non-assoc, Antioch

March

(1)non-assoc. low flying Bethel Island

April

(2) non-assoc. Military Jet PH
(1)- other, WC, telecommunications complaint

May

1 other Sheriff Helo- Clayton
1 non-assoc. Fedex Jet, Martinez
1 non-assoc. unknown, Alamo

June

(2) non-assoc., unknown helicopter, Concord
(1) non-assoc., helicopter, San Jose

Aug

(3) low flying-helicopter PGE Clayton

Noise Abatement Statistics

August 2020

	# Of Callers	Complaints		YTD	YTD	% CHANGE
	2020	2020	2019	2020	2019	
TOTAL NUMBER OF COMPLAINTS	8	9	28	71	149	-52%
LOCATION OF COMPLAINTS						
Concord	2	2	3	10	28	-64%
Pleasant Hill	1	1	13	27	46	-41%
Pacheco	1	1	1	2	5	-60%
Martinez	1	2	9	12	17	-29%
Byron	0	0	0	0	0	0%
Other	3	3	2	20	20	0%
Subtotal	8	9	28	71	116	-39%
Special Events	0	0	0	0	33	0%
Total Number of Complaints	8	9	28	71	149	-52%
COMPLAINTS ASSOCIATED WITH						
Buchanan Field Airport		6	24	46	117	
Byron Airport		0	1	0	1	
Law Enforcement/Lifeguard Lights		0	2	7	12	
Non-associated		3	1	18	19	
TIME OF INCIDENT						
Day (0700 - 1700)		6	17	53	95	
Evening (1700 - 2200)		1	2	10	18	
Night (2200 - 0700)		2	6	8	20	
All Times		0	3	0	16	
TYPE OF COMPLAINT						
Noise		5	23	28	72	
Low Flying		0	1	10	11	
Noise and Low Flying		3	4	26	64	
Too Many Aircraft		0	0	2	0	
Other		1	0	5	2	
TYPE OF AIRCRAFT						
Jet		1	7	10	23	
Propeller		6	19	35	87	
Helicopter		0	2	13	14	
All Types		0	0	3	7	
Unknown		2	0	10	18	
TOTAL AIRCRAFT OPERATIONS		6,182	10,892	44,472	68,084	-35%
COMPLAINTS PER 10,000 OPERATIONS		15	26	16	22	-27%
COMPLAINTS PER 10,000 OPERATIONS - BUCHANAN ONLY		10	22	10	17	-40%

February

(2)- non-assoc., WC, telecommunications complaint
(1) - non-assoc, Antioch

March

(1)non-assoc. low flying Bethel Island

April

(2) non-assoc. Military Jet PH
(1)- other, WC, telecommunications complaint

May

1 other Sheriff Helo- Clayton
1 non-assoc. Fedex Jet, Martinez
1 non-assoc. unknown, Alamo

June

(2) non-assoc., unknown helicopter, Concord
(1) non-assoc., helicopter, San Jose

July

(3) low flying-helicopter PGE Clayton

Contra Costa County Airports

Monthly Operations Report

September 2020

	September 2020	September 2019	YTD 2020	YTD 2019	% CHANGE 2019/2020
AIRCRAFT OPERATIONS					
Total Operations	5,564	8,055	50,117	76,139	-34%
Local Operations	2,731	3,740	24,233	36,346	-33%
Itinerant Operations	1,992	3,385	19,474	29,851	-35%
Total Instrument Ops	745	772	5,193	8,159	-36%
FUEL FLOWAGE					
100 Octane	15,085	20,813	131,054	191,067	-31%
Jet Fuel	86,733	109,189	725,038	958,907	-24%
Total	101,818	130,002	856,092	1,149,974	-26%
BYRON INFORMATION					
Byron Fuel	8,962	13,623	85,803	94,061	-9%
Bay Area Skydiving Fuel Purchased (gallons)	1,200	475	5,400	11,731	-54%
Glider Operations [%]					
Tow Aircraft	0	0	484	1,208	-60%
Glider Aircraft	0	0	485	1,208	-60%

Contra Costa County Board of Supervisors Approved Board Orders Relating to County Airports

The following certified Board Orders are attached:

- October 13, 2020 **APPROVE and AUTHORIZE** the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Paragon Analysis Corporation for a north-facing shade hangar at Buchanan Field Airport effective September 24, 2020 in the monthly amount of \$370.00, Pacheco area. (100% Enterprise Fund)
- October 13, 2020 **APPROVE and AUTHORIZE** the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Rising Wings Aviation, LLC for a south-facing shade hangar at Buchanan Field Airport effective October 5, 2020 in the monthly amount of \$350.00, Pacheco area (100% Airport Enterprise Fund).
- October 20, 2020 **APPROVE and AUTHORIZE** the Director of Airports, or designee, to enter into a Non-Federal Reimbursable Agreement with the Federal Aviation Administration (FAA), under which the FAA will conduct a required inspection of certain equipment, known as Precision Approach Path Indicators (PAPIs), that provide aircraft approach guidance for landing aircraft at Byron Airport. (100% Enterprise Fund)
- October 20, 2020 **APPROVE and AUTHORIZE** the Director of Airports, or designee, to execute on-call contracts with Mead & Hunt, Inc., KSA Engineers, C&S Companies, and Coffman Associates effective November 1, 2020 to October 31, 2025, in an amount not to exceed \$1,000,000 per contract, to provide on-call environmental and planning services for the Buchanan Field and Byron Airports. (100% Enterprise Fund).
- October 20, 2020 **APPROVE and AUTHORIZE** the Director of Airports, or designee, to execute on-call contracts with Mead & Hunt, Inc., KSA Engineers, the KPA Group, and Kimley Horn and Associates effective November 1, 2020 to October 31, 2025, in an amount not to exceed \$1,000,000 per contract, to provide on-call design, engineering, and architecture services for the Buchanan Field and Byron Airports. (100% Enterprise Fund).
- October 20, 2020 **APPROVE and AUTHORIZE** the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Andrew Wells for a south-facing T-hangar at Buchanan Field Airport effective October 13, 2020 in the monthly amount of \$350.00, Pacheco area (100% Airport Enterprise Fund).



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: October 13, 2020

Subject: Approve & Authorize Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Tenant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Paragon Analysis Corporation for a north-facing shade hangar at Buchanan Field Airport effective September 24, 2020 in the monthly amount of \$370.00.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,440.00 annually.

BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during the lease period.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 13, 2020

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Beth Lee
925-681-4200

cc:

BACKGROUND: (CONT'D)

September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted to the County ownership pursuant to the terms of the above lease.

On November 14, 2006, the Contra Costa County Board of Supervisors approved the form of the T-Hangar and Shade Hangar Rental Agreement for use with renting the County's t-hangars, shade hangars, medium hangars, and executive hangars at Buchanan Field Airport.

On February 16, 2007, the additional seventeen (17) hangars at Buchanan Field reverted back to the County pursuant to the above referenced lease. This row included six (6) large hangars which were not covered by the approved T-Hangar and Shade Hangar Rental Agreement.

On February 23, 2007, Contra Costa County Board of Supervisors approved the new Large Hangar Rental Agreement for use with the large East Ramp Hangars.

On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

Hangar Agreements



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: October 13, 2020

Subject: Approve & Authorize Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport tenant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Rising Wings Aviation, LLC for a south-facing shade hangar at Buchanan Field Airport effective October 5, 2020 in the monthly amount of \$350.00.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,200.00 annually.

BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during the lease period.

☒ APPROVE

☐ OTHER

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☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/13/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

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925-681-4200

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BACKGROUND: (CONT'D)

September 1, 2000, the ninety-three (93) t- and shade hangars at Buchanan Field reverted to the County ownership pursuant to the terms of the above lease.

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On January 16, 2009, Contra Costa County Board of Supervisors approved an amendment to the T-Hangar and Shade Hangar Rental Agreement and the Large Hangar Rental Agreement (combined "Hangar Rental Agreements") which removed the Aircraft Physical Damage Insurance requirement. The Hangar Rental Agreements are the current forms in use for rental of all the County hangars at Buchanan Field Airport.

CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

Hangar Agreements



**Contra
Costa
County**

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: October 20, 2020

Subject: Contract with Federal Aviation Administration (FAA) for Services to County at Byron Airport

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to enter into a Non-Federal Reimbursable Agreement with the Federal Aviation Administration (FAA), under which the FAA will conduct a required inspection of certain equipment, known as Precision Approach Path Indicators (PAPIs), that provide aircraft approach guidance for landing aircraft at Byron Airport.

FISCAL IMPACT:

There is no impact on the County General Fund. The total cost of \$9,493.20 will be fully funded by the Airport Enterprise Fund.

BACKGROUND:

Precision Approach Path Indicators (PAPIs) is specialized equipment used at airport to aid pilots landing aircraft. The Public Works Department-Airports Division is in process of replacing the PAPIs used on Runway 30 and 23 at Byron Airport. The PAPI equipment has exceeded the useful life and is being replaced with new upgraded versions of the equipment

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ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **10/20/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

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ATTESTED: October 20, 2020

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Russell Milburn,
(925) 681-4200

cc:

BACKGROUND: (CONT'D)

for the flying public. Once the new PAPI equipment is in place, an inspection of the PAPIs is required to ensure that the equipment is functioning properly and providing correct guidance for landing aircraft prior to the system being used by the flying public. The Federal Aviation Administration conducts these system inspections known as flight checks of approaches and has provided us with their standard agreement to provide the required system inspection service for the Byron Airport.

CONSEQUENCE OF NEGATIVE ACTION:

If this authority is not approved, the Airports Division will have to suspend the replacement of the PAPI system on both runways and the flying public will have to continue to rely on 26-year-old equipment.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: October 20, 2020

Subject: On-Call Environmental and Planning Contracts for the Buchanan Field and Byron Airports

RECOMMENDATION(S):

APPROVE and **AUTHORIZE** the Director of Airports, or designee, to execute on-call contracts with Mead & Hunt, Inc., KSA Engineers, C&S Companies, and Coffman Associates effective November 1, 2020 to October 31, 2025, in an amount not to exceed \$1,000,000 per contract, to provide on-call environmental and planning services for the Buchanan Field and Byron Airports.

FISCAL IMPACT:

No impact to the General Fund. All costs associated with these on-call contracts will be funded by the Airport Enterprise Fund.

BACKGROUND:

The Airports Division manages the two County airports: Buchanan Field and Byron. As part of this responsibility and due to a lack of County expertise, contract services are required to provide specialized technical assistance for aviation environmental and planning services on an on-call basis. After a solicitation process, four consulting firms, Mead & Hunt, KSA Engineers, C&S Companies, and Coffman Associates were selected to provide the environmental and planning services on an on-call basis through October 31, 2025.

☒ APPROVE

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ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

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David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Russell Milburn
925-681-4200

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Not approving one or more of the proposed on-call contracts will result in the loss of needed consultant services and could lead to a delay in completing a multitude of airport projects. Non-approval could also result in non-compliance with current Federal, State and County requirements, policies, and standards.



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: October 20, 2020

Subject: On-Call Engineering, Design and Architecture Contracts for the Buchanan Field and Byron Airports

RECOMMENDATION(S):

APPROVE and **AUTHORIZE** the Director of Airports, or designee, to execute on-call contracts with Mead & Hunt, Inc., KSA Engineers, the KPA Group, and Kimley Horn and Associates effective November 1, 2020 to October 31, 2025, in an amount not to exceed \$1,000,000 per contract, to provide on-call design, engineering, and architecture services for the Buchanan Field and Byron Airports.

FISCAL IMPACT:

No impact to the General Fund. All costs associated with these on-call contracts will be funded by the Airport Enterprise Fund.

BACKGROUND:

The Airports Division manages the two County airports: Buchanan Field and Byron. As part of this responsibility and due to a lack of County expertise, contract services are required to provide specialized technical assistance in aviation engineering, design and architecture on an on-call basis. After a solicitation process, four consulting firms, Mead & Hunt, KSA Engineers, the KPA Group, and Kimley-Horn and Associates, were selected to provide the design, engineering, and architecture services on an on-call basis through October 31, 2025.

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ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
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By: Stacey M. Boyd, Deputy

Contact: Russell Milburn
925-681-4200

cc:

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Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: October 20, 2020

Subject: APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a hangar rental agreement with Buchanan Field Airport Hangar tenant

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Airports, or designee, to execute a month-to-month hangar rental agreement with Andrew Wells for a south-facing T-hangar at Buchanan Field Airport effective October 13, 2020 in the monthly amount of \$350.00, Pacheco area.

FISCAL IMPACT:

The Airport Enterprise Fund will realize \$4,200.00 annually.

BACKGROUND:

On September 1, 1970, Buchanan Airport Hangar Company entered into a 30-year lease with Contra Costa County for the construction of seventy-five (75) hangars and eighteen (18) aircraft shelters/shade hangars at Buchanan Field Airport. In 1977 Buchanan Airport Hangar Company amended their lease to allow for the construction of another 30-year lease with Contra Costa County for the construction of seventeen (17) additional hangars. Buchanan Airport Hangar Company was responsible for the maintenance and property management of the property during the lease period.

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Contact: Beth Lee, (925)
681-4200

cc:

BACKGROUND: (CONT'D)

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CONSEQUENCE OF NEGATIVE ACTION:

A negative action will cause a loss of revenue to the Airport Enterprise Fund.

ATTACHMENTS

D-10 Hangar Agreement, A Wells

DESIGN PRESENTATION



Buchanan Field Airport Aircraft Rescue and Firefighting
Facility, Airports Administration Offices, and General
Aviation Terminal



What's the project

A new ARFF/ Airport Administration/ General Aviation complex to serve the airport's general aviation customers, airport management, operations and administrative staff located of Buchanan Field Airport



Program & FAA Eligibility



Site Plan, Floor Plan & Sections



Project Timeline



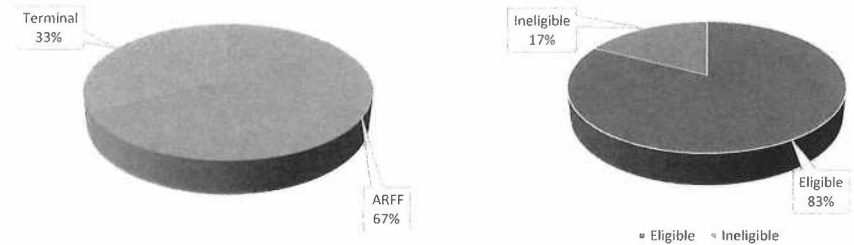
Project Aesthetic

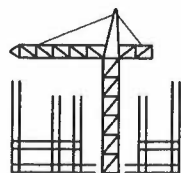
ARFF & Admin

Order 5100.38.D, Change 1, Table O-1	AC150/5210-15 A # & Room Name	Proposed Area	Ineligible Area	FAA AIP Eligible
Vehicle Bays	Vehicle Bay: ARFF	1,250	0	1,250
	Vehicle Bay: Reserve ARFF	1,250	0	1,250
	Vehicle Bay: Maintenance Service Bay	1,350	0	1,350
	Sub Total	3,850	0	3,850
Administrative Space	Training Officer/Administrative Analyst	241	241	0
	Entry/Lobby/Reception Area	222	222	0
	Conference	740	740	0
	Sub Total	1,203	1,203	0
Support Rooms	Hose-Drying Facility	126	0	126
	Filling System Storage Space	317	0	317
	Lieutenant/Captain - Asst Director/Operations	241	41	200
	Fire Chief/Director of Airport	305	105	200
	Deputy Fire Chief / Asst Director / Administration	204	44	160
	Equipment Maintenance Workroom & Storage	256	0	256
	Watch/Alarm Room	749	619	130
	Turnout	247	0	247
	Medical Decon Room	172	22	150
	Gear Washing/Drying Room	188	0	188
	First Aid and Medical Storage	151	31	120
	Complementary Agent Storage	155	0	155
	SCBA and Fire Extinguishers	157	0	157
	Sub Total	3,268	862	2,406
Personnel Facilities	Day Room	156	0	156
	Male Locker	165	0	165
	Female Locker	165	0	165
	Lavatories	90	0	90
	Lavatories	88	0	88
	Lavatories	72	0	72
	Lavatories	93	0	93
	Kitchen & Dining/Passage	334	0	334
	Physical fitness / Exercise Facilities	150	0	150
	Patio	290	0	290
	Sub Total	1,313	0	1,313
Training	Training Room	584	200	384
	Computer Training Room	186	162	24
	Sub Total	770	362	408
Circulation - Fully Eligible	Hallways	3,098	0	3,098
	Sub Total	3,098	0	3,098
Total		13,502	2,427	11,075
Percent of Total Space		100.00%	17.98%	82.02%
Circulation/Utility - Partially Eligible	Utility Room	72	12.94	59.06
	Telecom and Electronics Room	114	20.49	93.51
	Electrical Room	202	36.31	165.69
	Janitor's Room	60	10.79	49.21
	Equipment Room & Mezzanine	1,318	236.91	1,081.09
	Sub Total	1,766	317.44	1,448.56
Grand Total		15,268	2,744	12,524
Percent of Total Space		100.00%	17.98%	82.02%

Terminal

	Order 5100.38D, Change 1 & Room Name	Proposed Area	Ineligible Area	FAA AIP Eligible
Terminal	Vestibule	290	0	290
	Lobby	286	0	286
	Holdroom	2,588	0	2,588
	Women's Restroom	212	0	212
	Men's Restroom	212	0	212
	Family Toilet	82	0	82
	Rental Car Counter	20	0	20
	Vending	68	0	68
	Concessions	277	0	277
	Pilot Check-in	139	0	139
	Small Suite 3	100	100	0
	Suite 1	250	250	0
	Suite 2	241	241	0
	Sub Total	4,765	591	4,174
Circulation - Fully Eligible	Circulation	1,293	0	1,293
	Grand Total	6,058	591	5,467
Percent of Total Space		100.00%	9.76%	90.24%
ARFF & Terminal Grand Total		21,326	3,335	17,991
Percent of Total Space		100.00%	15.64%	84.36%





Construction starts

May 2021

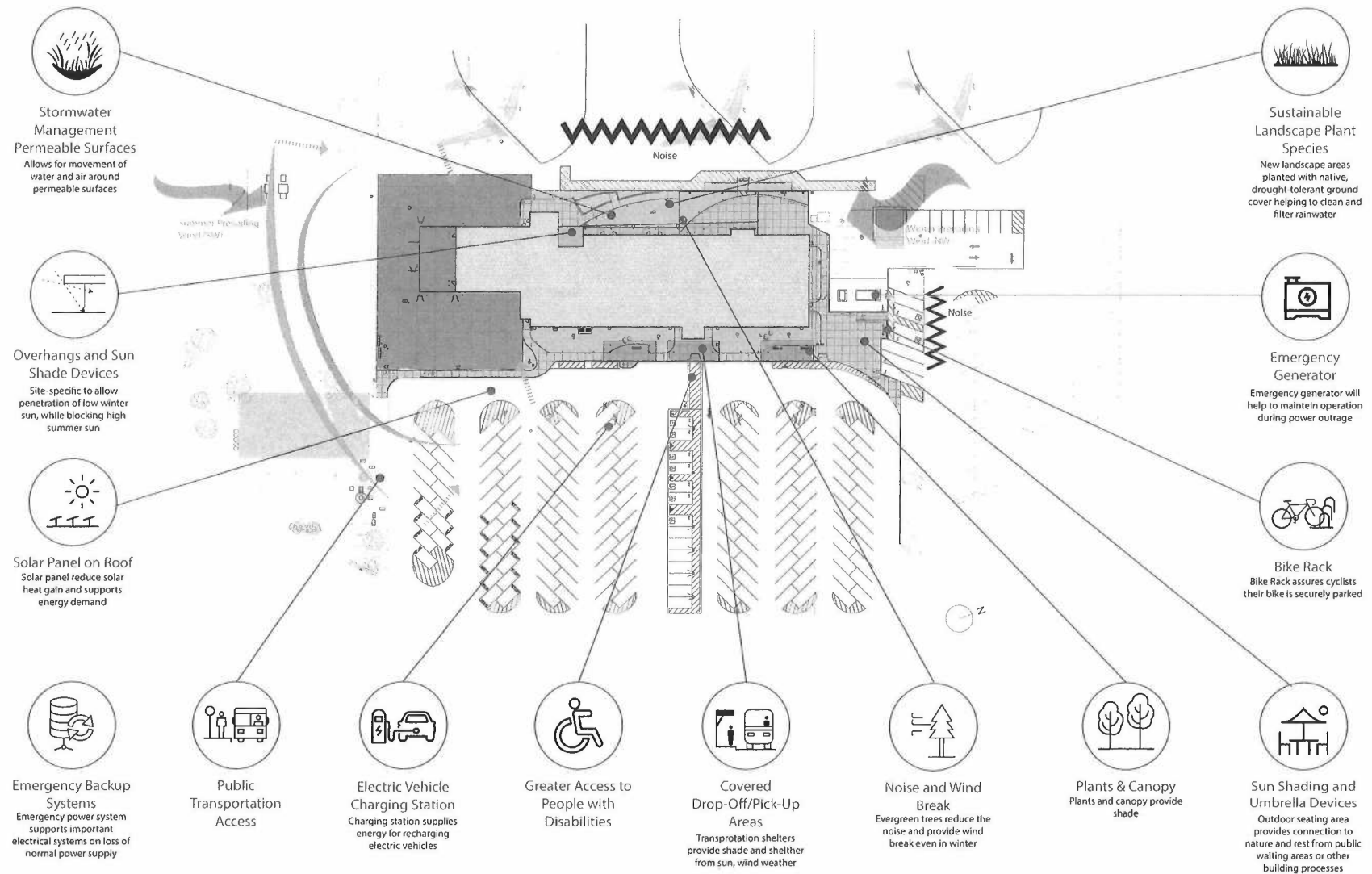


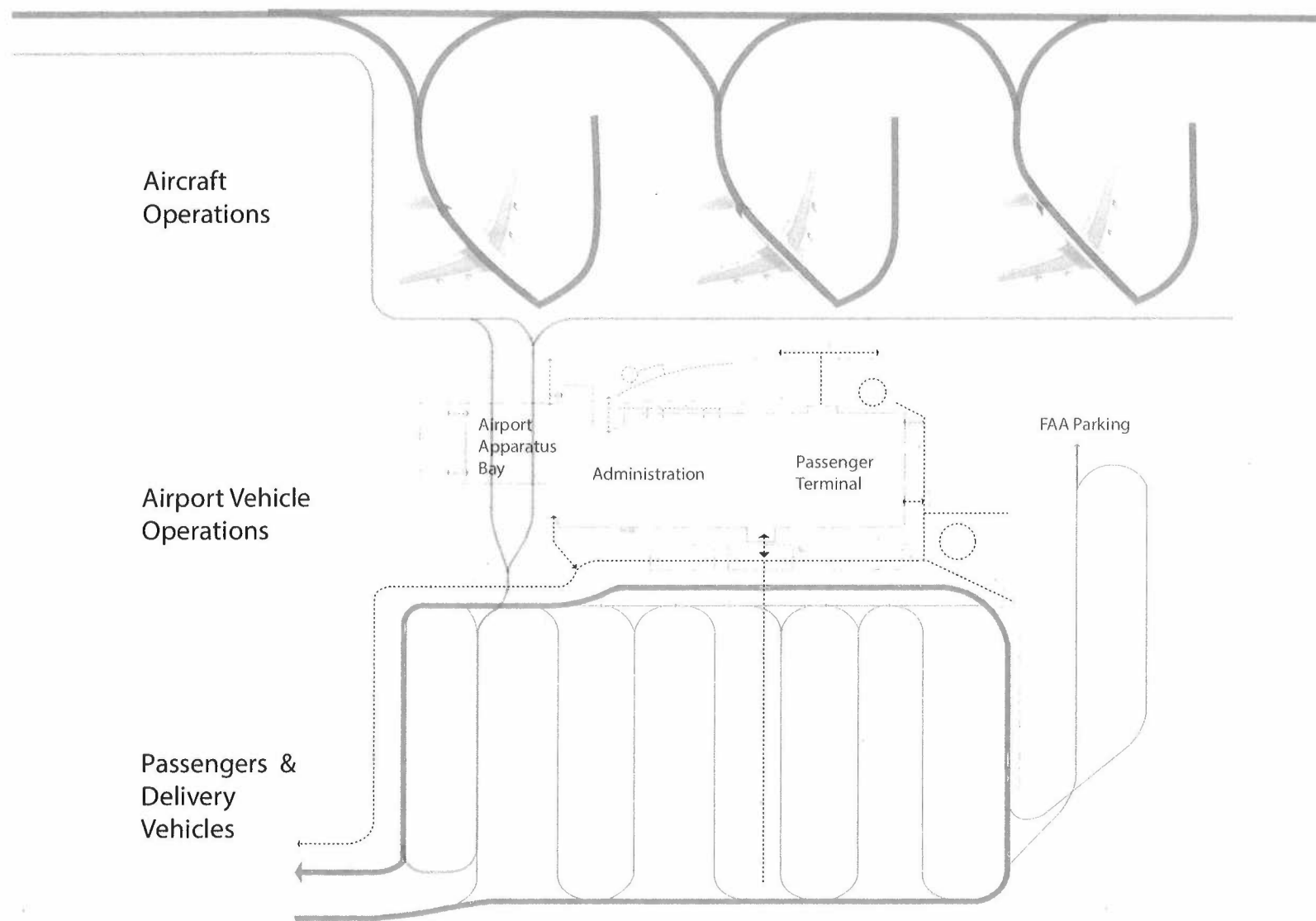
Construction ends

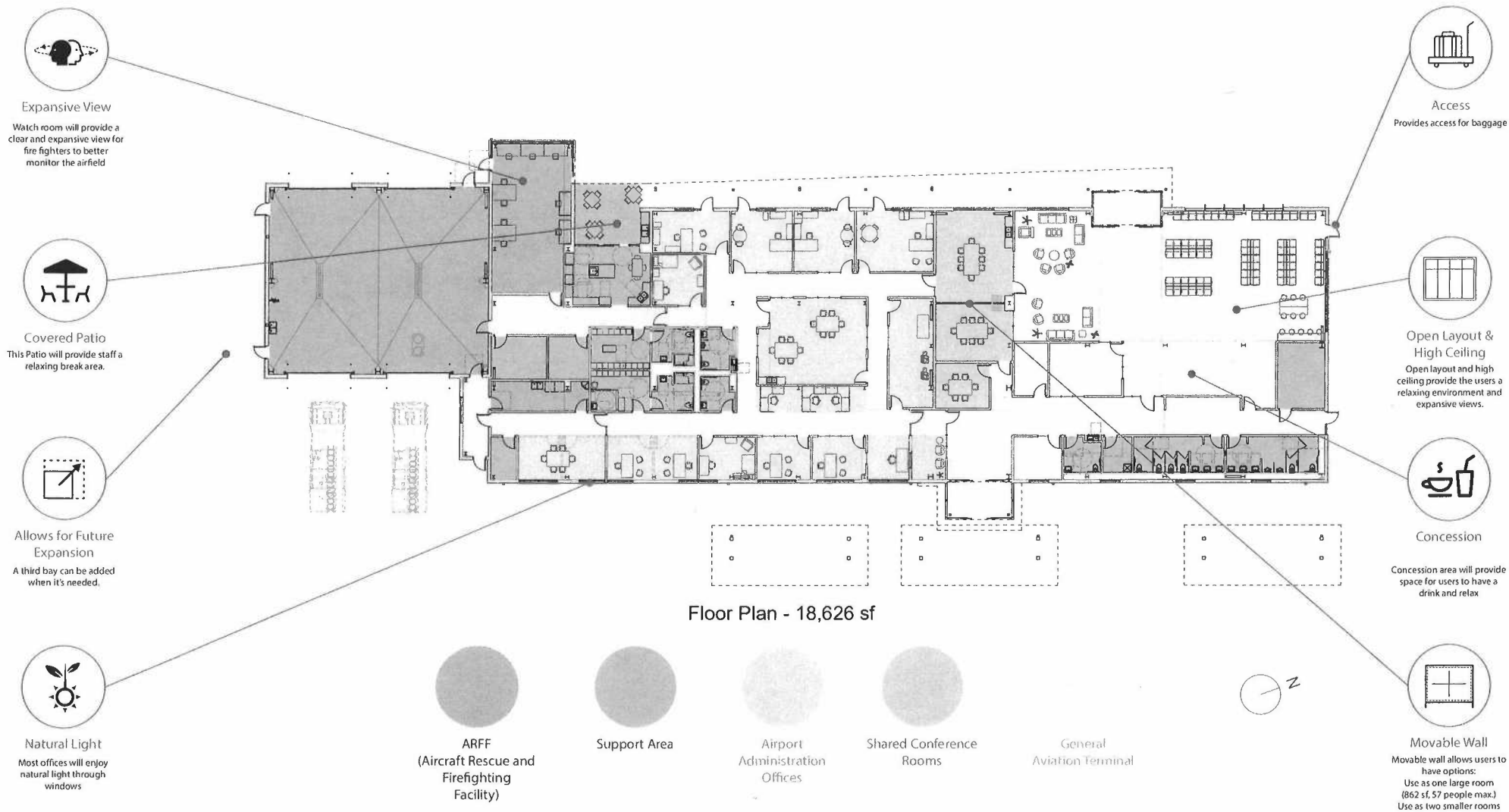
Nov 2022

SITE PLAN | FEATURES

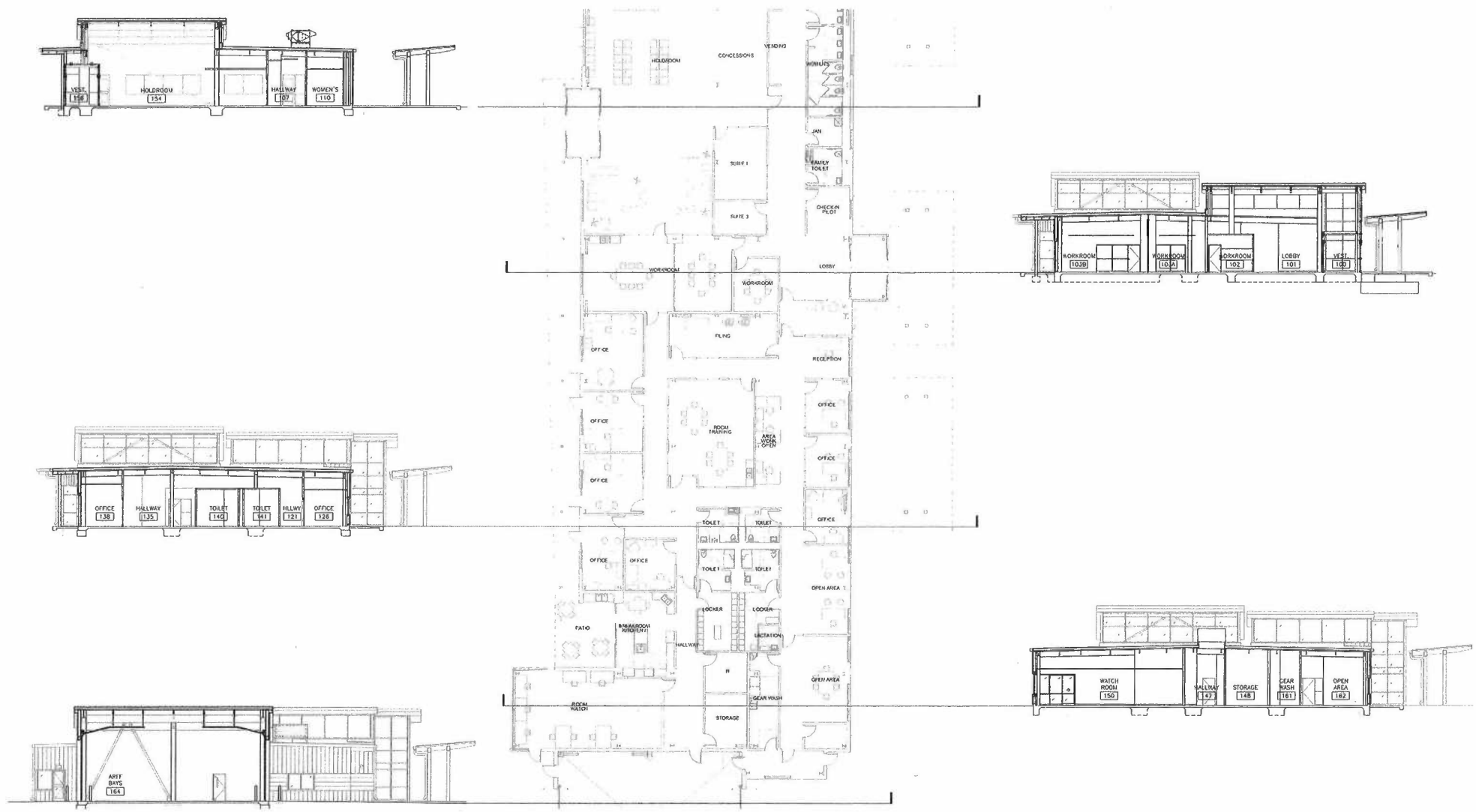
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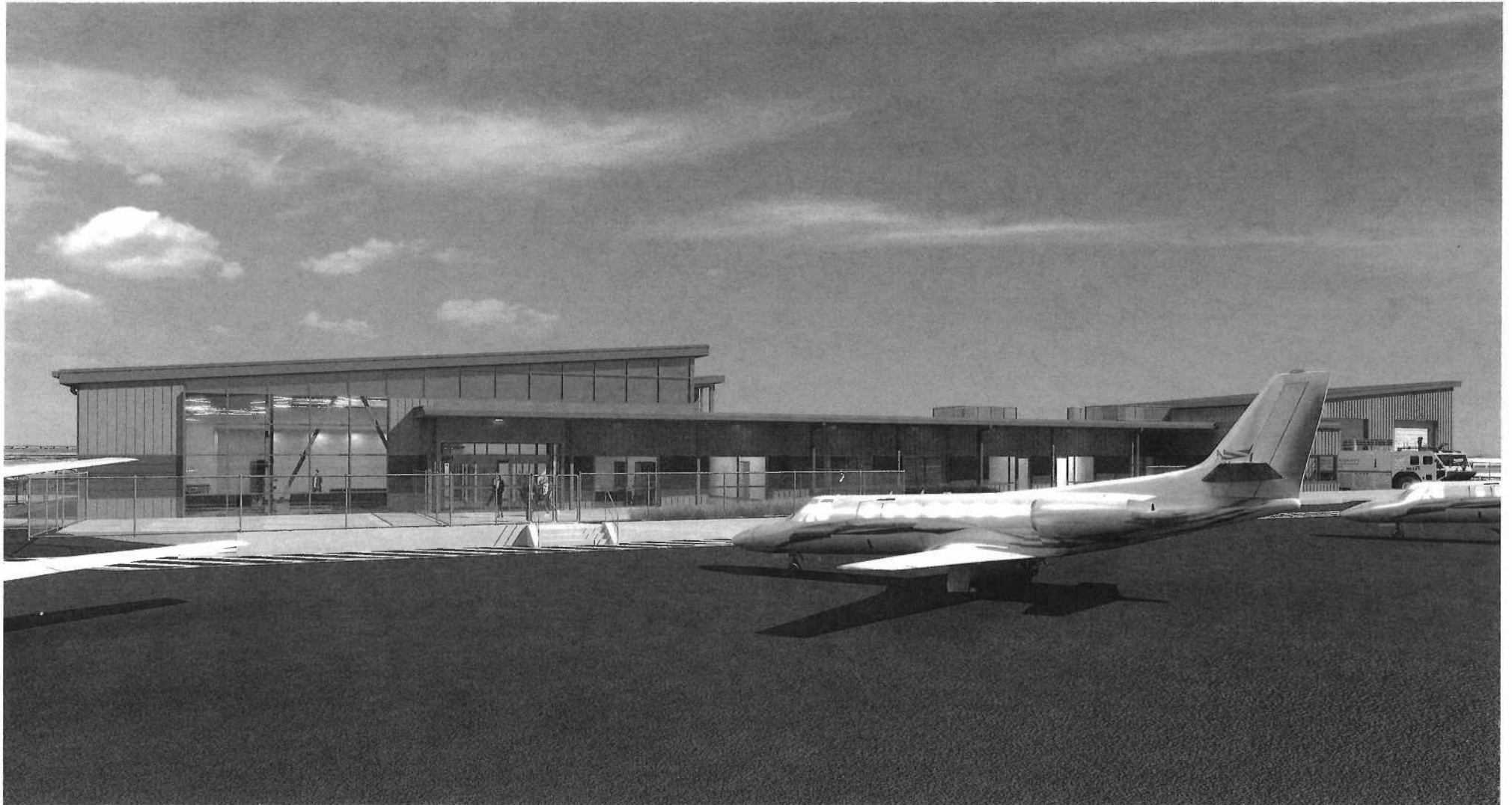
















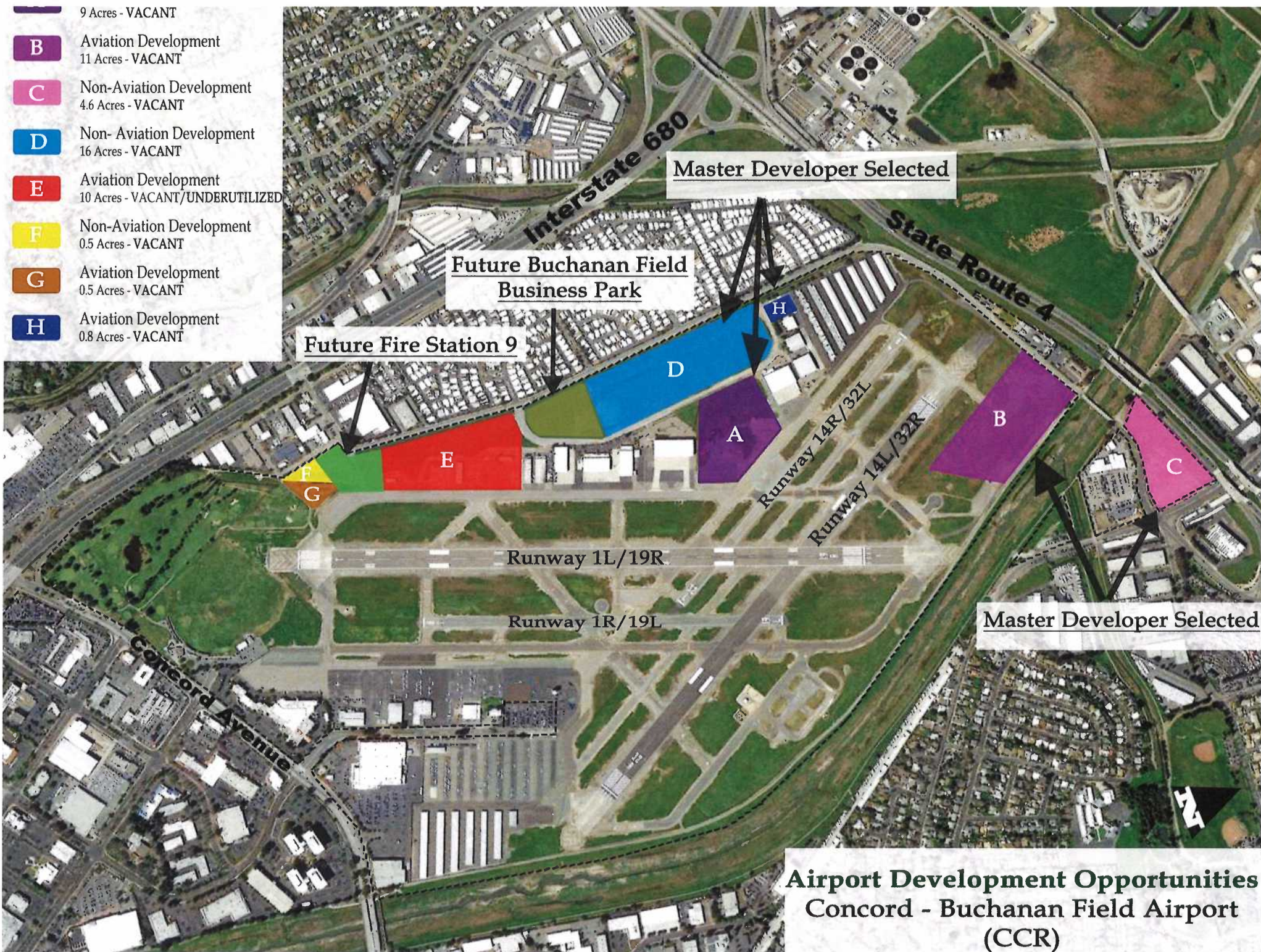








- A 9 Acres - VACANT
- B Aviation Development
11 Acres - VACANT
- C Non-Aviation Development
4.6 Acres - VACANT
- D Non- Aviation Development
16 Acres - VACANT
- E Aviation Development
10 Acres - VACANT/UNDERUTILIZED
- F Non-Aviation Development
0.5 Acres - VACANT
- G Aviation Development
0.5 Acres - VACANT
- H Aviation Development
0.8 Acres - VACANT







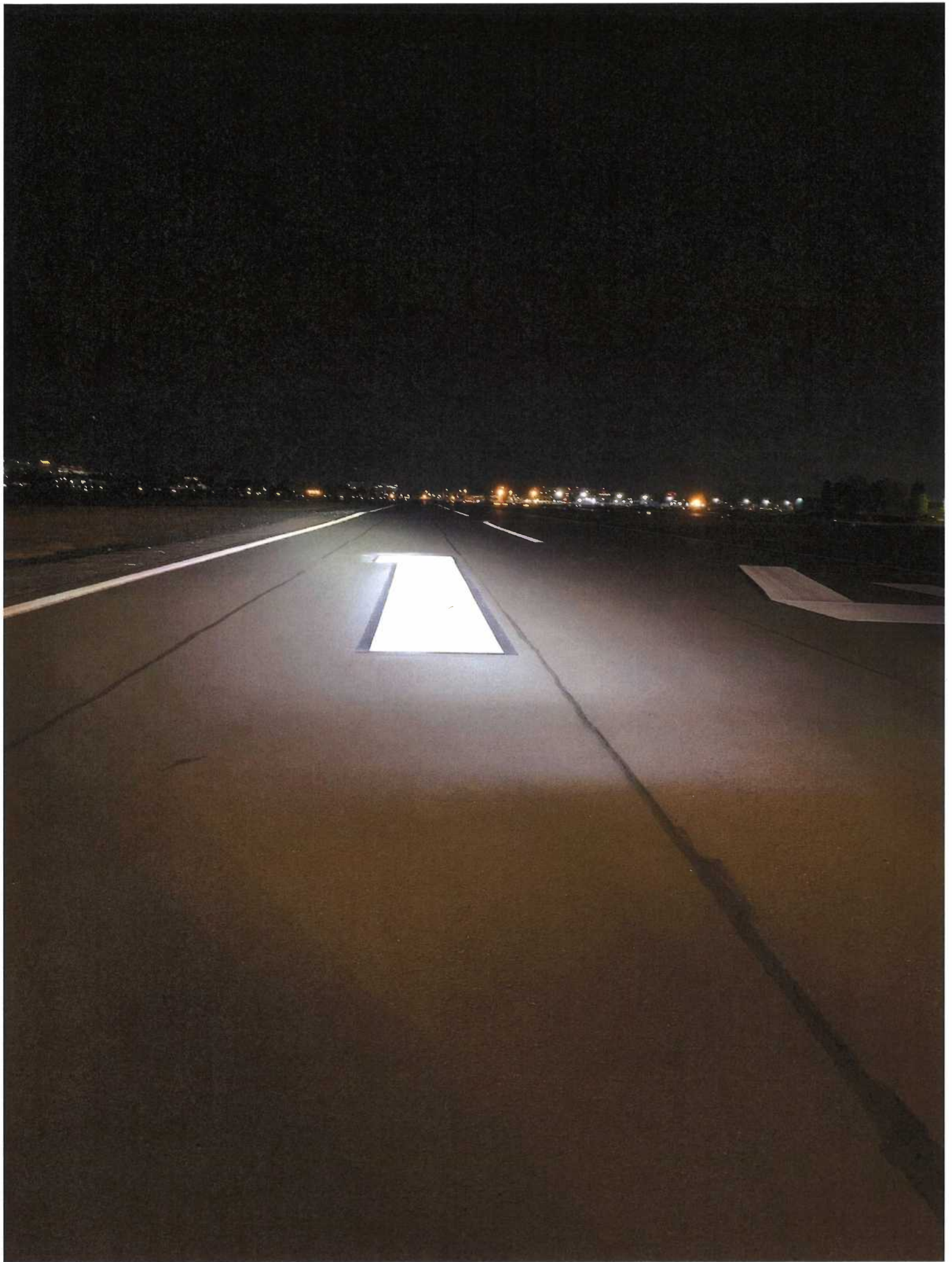
Central Costa County Airports
2 on Airport Administration
500 Eagle Court

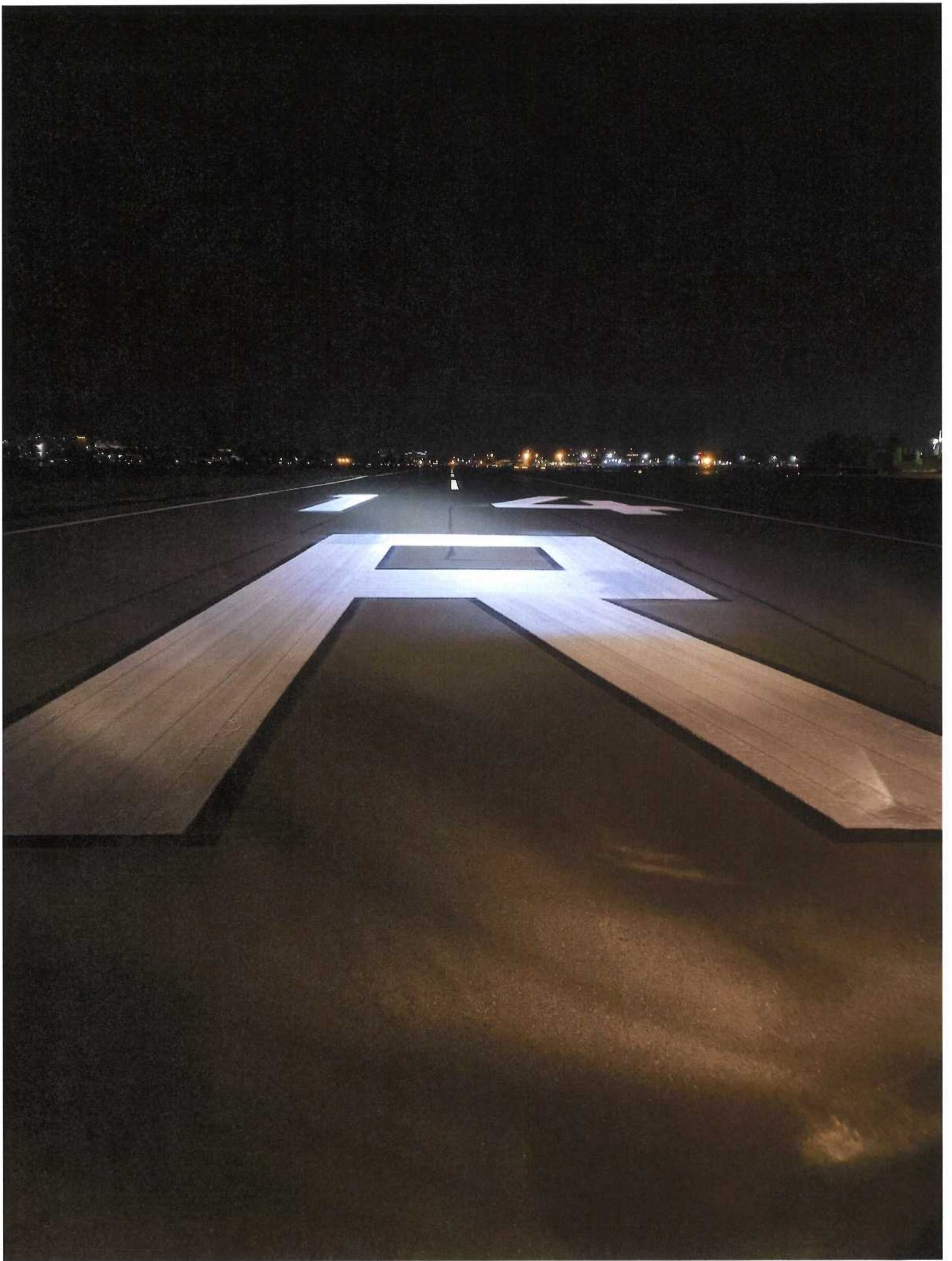
AREA UNDER
VIDEO
SURVEILLANCE



Contra Costa County Airports
Byron Airport Administration
500 Eagle Court







General Aviation Hangar Inspection Checklist

STORAGE:

- ☐ An aircraft is the primary item to be stored in a hangar and a majority of the space in the hangar must be open and available for the storage of said aircraft. Stored aircraft must be owned, registered, or leased to the tenant(s) of record on the hangar rental agreement.
- ☐ If an aircraft is under construction, tenant must complete and continue to update the Homebuilding Aircraft Progress Report form.
- ☐ Stored materials must be aviation-related. Some Comfort items (such as a couch or refrigerator) & all other contents must be neatly stored and/or stacked along perimeter hangar walls only (generally no further than 4' from the walls providing there is sufficient remaining space for an aircraft). See Section 5. Use of your hangar rental agreement for allowable uses.
- ☐ No storage permitted outside of the hangar
- ☐ No storage permitted below the aircraft
- ☐ Ingress/Egress is clear of obstructions and storage of other items
- ☐ Any flammable liquids must be stored in compliance with the UL 1275 standard. We will ask the Fire District to inspect any hangars that appear to exceed the fire code and/or if there are materials of concern.

SHELVING:

- ☐ For County-Owned Hangars Only
 - Maximum of six (6) feet in height from the finished floor
 - Only unsecured shelves and racks are allowed (i.e., no anchoring to hangar wall)
- ☐ For Non-County-Owned Hangars Only
 - Storage must be maintained at least 24 inches below the ceiling and 18 inches below the level of the fire sprinklers in the buildings with a fire sprinkler system.
 - Storage on metal shelves or racks with maximum height of 10 feet. Shelving above 6 feet must be anchored.

FLOORING:

- ☐ If you have a hangar that does not have a fire sprinkler system, then you cannot have combustible materials (such as carpet, wood, etc.) on the floor. Only products that are fire retardant are acceptable. Please contact the local fire protection department if you have any question as to acceptability of a flooring material.

ALTERATIONS AND ADDITIONS IN COUNTY-OWNED HANGARS:

- ☐ Any alterations or modifications in County-owned hangar must be approved in advance and in writing by the Director of Airports and go through the local building department's permitting process.

ALTERATIONS AND ADDITIONS IN A PRIVATELY-OWNED HANGAR:

- ☐ A loft or other internal structure must be approved by the Contra Costa County Department of Conservation and Development. If your hangar has such a structure, it will be necessary for you to provide the Airport with a copy of the final building permit. If there are such alterations but a building permit was not obtained, you can either go through the process to secure a permit at this time or you can remove the alteration to bring the hangar back to its original condition. Lofts that are suspended from the upper supports of the hangar by ropes, wires, or cables are not allowed and must be removed.

COMMERCIAL ACTIVITY:

- ☐ **No commercial activity** is authorized or may be conducted in any of the hangars unless the existing lease, license, or other form of written agreement with the County explicitly authorizes such commercial operations.